Public Case Recordation Case Information Customer/Land Report

Menu Option: Pub CR Case Info Cust Land

Purpose: This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different offices for all or specific case types. Proprietor, Meridian, Township, Range and Section will be displayed in the report output. Case Sort with Actions lists action remarks.

The report produces listings of cases or total number of cases based on the selection criteria:

Selection Criteria: The criteria input for the report is found in the Lands & Minerals System Report, under the Public Case Recordation Reports section. There is a combination of required and optional criteria.
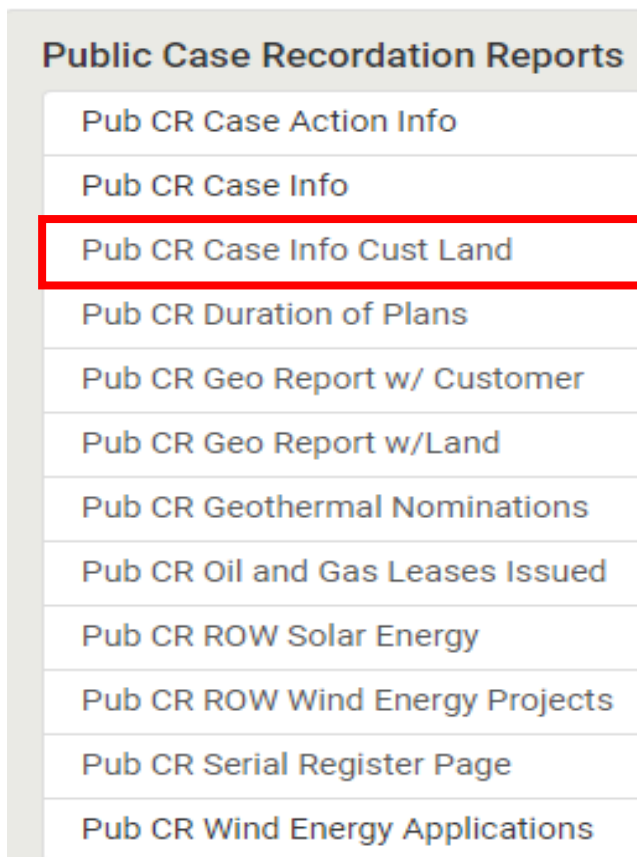
The required criteria include Admin State, Action Code, Disposition, and Case Type or Case Group. Note when using both Case Type and Case Group, they must relate to each other. Example: Case Group 31 Case Type 311111

Additional criteria that can be used include: Geo State, County, Disposition Date, Action Date, District, Field Office, Admin Agency, Pending Org, and Commodity Code.

Procedure:

1. Select **CR Case Info Cust Land** from the reporting menu.

Public Case Recordation Reports

- Pub CR Case Action Info
- Pub CR Case Info
- Pub CR Case Info Cust Land
- Pub CR Duration of Plans
- Pub CR Geo Report w/ Customer
- Pub CR Geo Report w/Land
- Pub CR Geothermal Nominations
- Pub CR Oil and Gas Leases Issued
- Pub CR ROW Solar Energy
- Pub CR ROW Wind Energy Projects
- Pub CR Serial Register Page
- Pub CR Wind Energy Applications

INSTRUCTIONS:
Choose any of the following criteria to further filter your query and click OK to run the report.

Geo State
--Select Value--

County
--Select Value--

Disposition Date
Between [   ] - [   ]

Action Date
Between [   ] - [   ]

District Office
--Select Value--

Field Office
--Select Value--

Admin Agency
--Select Value--

Pending Organization
--Select Value--

Commodity
--Select Value--

Admin Agency Code
begins with --Select Value--   Cancel | Previous | OK | Reset ▾

Refresh

Report

INSTRUCTIONS:
Asterisks (*) indicate mandatory criteria.

Must choose the Disposition, Case Type OR Case Group OR both. NOTE: Case Type and Case Group must relate to each other.
Example - Case Group 31 Case Type 311111

* Admin State
--Select Value--

* Action Code
--Select Value--

Disposition
--Select Value--

Case Group
--Select Value--

Case Type
is equal to / is in   --Select Value--   Next | OK | Reset ▾

Refresh

Identify the Required Information

2. ***Admin State:**

   Type the two-letter state code in ALL CAPS in the text box or select one or more from the list box.

   * Admin State
   --Select Value--
   ☑ AZ
   ☐ CA
   ☐ CO
   ☐ ES

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then select multiple items in the list box.
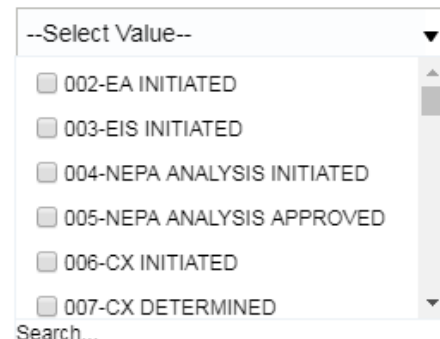
3. ***Action Code:**

Type the three number Action Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on *Search* to bring up the *Select Values Table*.

See *"Using the Select Values Table"* below.

* Action Code

--Select Value-- ▼
☐ 002-EA INITIATED
☐ 003-EIS INITIATED
☐ 004-NEPA ANALYSIS INITIATED
☐ 005-NEPA ANALYSIS APPROVED
☐ 006-CX INITIATED
☐ 007-CX DETERMINED

Search...

4. ***Disposition*:***

Type the Case Disposition in ALL CAPS in the text box or select one or more from the list box.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on *Search* to bring up the *Select Values Table*.

See *"Using the Select Values Table"* below.

Disposition

--Select Value-- ▼
☐ AUTHORIZED
☐ CANCELLED
☐ CLOSED
☐ EXPIRED
☐ PENDING
☐ REJECTED

Search...
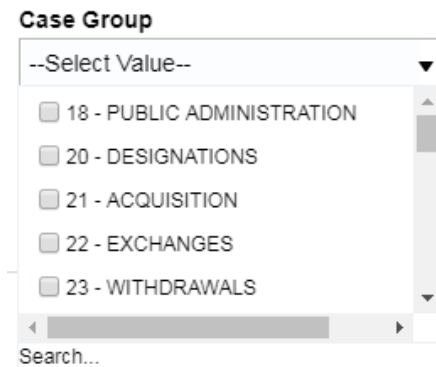
NOTE: *You must select either Case Type or Case Group; however when selecting both they must relate to each other. Example: Case Group 31 Case Type 311111.*

5. ***Case Group:**

Type the two-digit Case Group Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on *Search* to bring up the *Select Values Table*.

See *"Using the Select Values Table"* below.
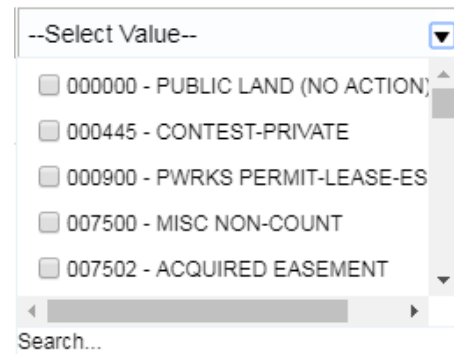
6. ***Case Type:**

Type the Case Type Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on *Search* to bring up the *Select Values Table*.

See *"Using the Select Values Table"* below.

Identify the Optional Information:

7. **Geo State**: You must first select the admin state(s). When the admin state has been selected, only the geographical states associated with the administrative state appear in the list of Geo States. If the admin state has not been selected yet, all states appear in the selection box

Click on the drop down arrow to see the list of geo states. Select one or more from the list.

You may also enter the geo state(s) directly into the criteria box. Geo states are entered as two character code and must be in all CAPITAL letters, e.g., MT = Montana. Multiples may be entered with a semi-colon and no space, e.g., MT;SD (Montana and South Dakota).

8. **County**: You must first select the admin state(s). This will narrow to one or more specific counties for the admin state(s) selected. Click on the drop down arrow to see the list for county. Select one or more from the list.
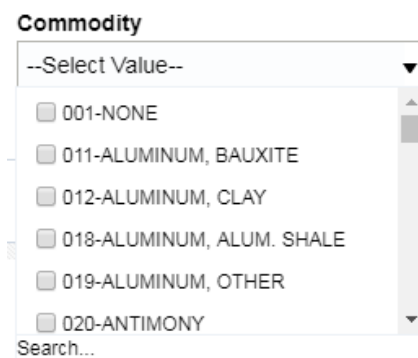
9. **Disposition Date:** Identify the range in which the Case Disposition took place. Dates are entered as MM/DD/YYYY.

10. **Action Date:** Identify the range in which the action took place. Dates are entered as MM/DD/YYYY.

11. **District Office**: The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of district offices. Select one or more from the list.

12. **Field Office**: The values displayed in the selection box are based on the selected administrative state(s) and district office(s). Click on the drop down arrow to see the list of field offices. Select one or more from the list.

13. **Admin Agency**: The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list.

14. **Pending Organization**: The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list

15. **Commodity Code:**

Type the three number Commodity Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then "click" on *Search* to bring up the *Select Values Table*.

See **"Using the Select Values Table"** below.

Commodity

--Select Value-- ▼

☐ 001-NONE
☐ 011-ALUMINUM, BAUXITE
☐ 012-ALUMINUM, CLAY
☐ 018-ALUMINUM, ALUM. SHALE
☐ 019-ALUMINUM, OTHER
☐ 020-ANTIMONY

Search...

16. **Admin Agency Code**:

Select the Admin Agency Code value from the list box, or enter it into the text box. You can search for more options by clicking More/Search in the drop down menu. Refer to the Reference Codes to

determine Admin Agency Code, if necessary.

Using the Select Values Table and Entering Data from a File:

17. Generally there are three (3) ways to enter criteria into the report prompts

    1.Type directly into the text box

    2.Select from the dropdown list

    3.Use the Select Values table

    To open the "Select Values" table click on More/Search at the bottom of any dropdown list.
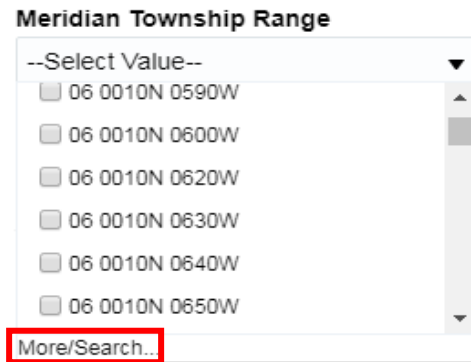
    Several choices will be displayed at a time. To view more rows, click on the "More/Search" button to see the next set of choices.   Use the scroll bar on the right side of the list to view all of the choices.

18. Click on a selection to highlight it. You can select one or more by holding the Ctrl key and clicking on the row(s) you would like; use the CLT key (for non-sequential items) or Shift key (for sequential items)
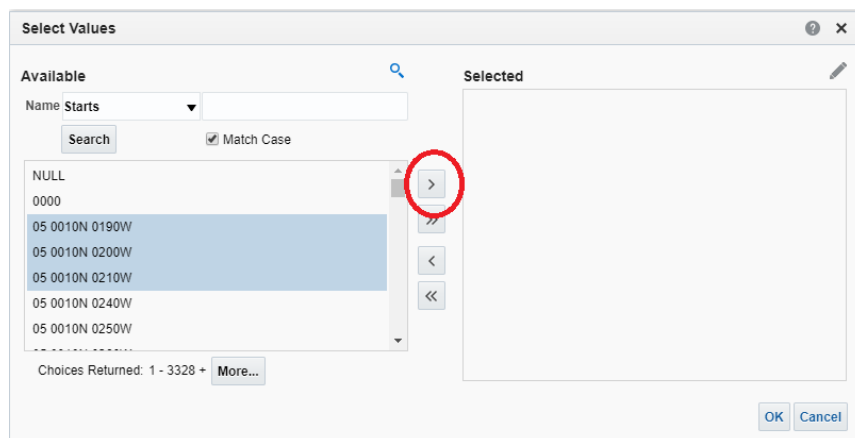
Click on the right arrow (>) to move your selection(s) to the "Selected" column.
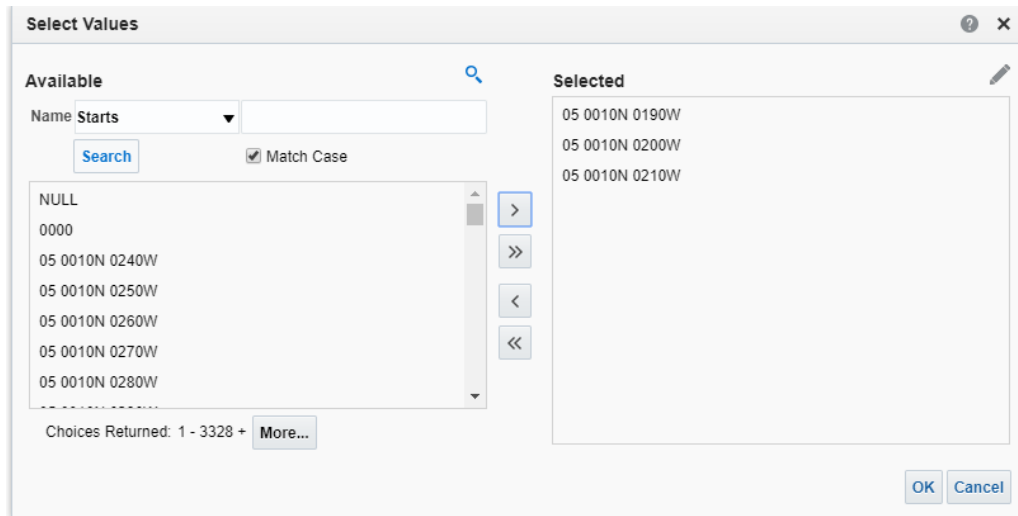
The single right arrow (>) moves the only the selected rows to the right.
The double right arrows (>>) move ALL rows to the "Selected" column on the right.

The single left arrow (<) moves only the selected rows in the "Selected" column back to the left side and they are no longer a part of the search.
The double left arrow (<<) moves ALL rows in the "Selected" column back to the left side.
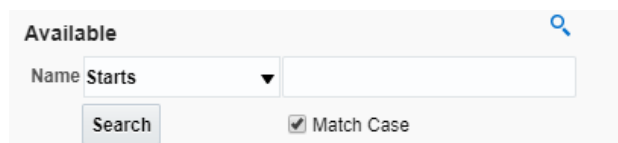
You may also search for specific values. The default is to search with any values that "Starts" with a particular set of characters. Other options are:
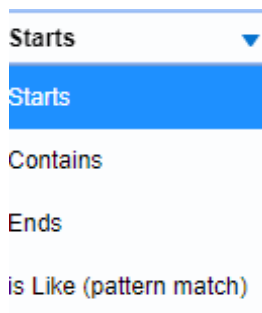
If you have a file, for example with the Meridian, Township, Range, (and Section), you may copy and paste the list into the "Selected" area of this search box. Click on the Pencil icon in the upper right corner.
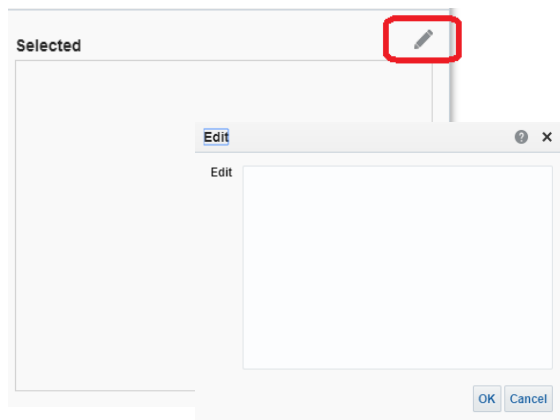
This launches a small "Edit" box. From a Word document or Notepad, copy the list of values.The values must be in the proper format, one Meridian, Township, Range, (and Section) per line, single spaced.
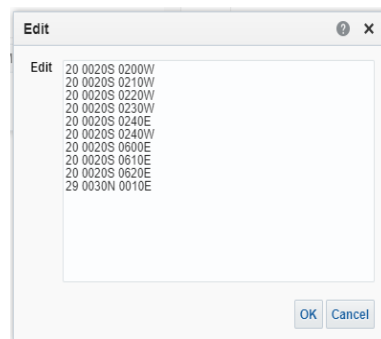
Then use the copy feature to copy the list of values. Place your cursor inside of the "Edit" box, and press Ctrl – V to paste the list into the box. Click OK.
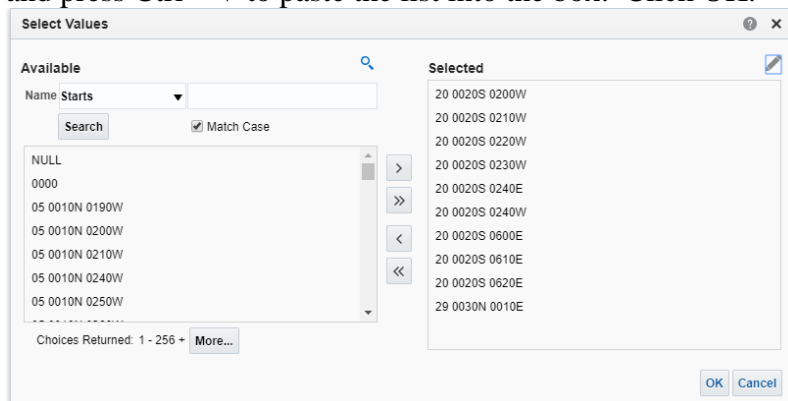
This places the list of values into the "Selected" column.

Process Report:

19. After selecting all criterion, click **OK** to process this report. You may also Cancel the report, return to the Previous screen, or reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.

20. When processing has completed, there are several views for this report. The default view displays the information by Case. The views are:

- Case View
- Admin Agency View
- District/Field Office View
- County View
- Mer/Twp/Rng Sort View
- Full Results View
- Banner

To view the other views, click on the down arrow to select a different view.

Case View (Default)

Admin Agency View

District/Field Office View

County View

Mer/Twp/Rng Sort View

Pub CR Case Info Cust Land Report

Full Results View

Banner
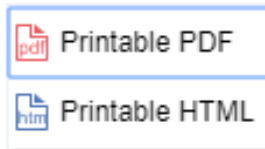
21. At the bottom of each view, there are several options to choose:
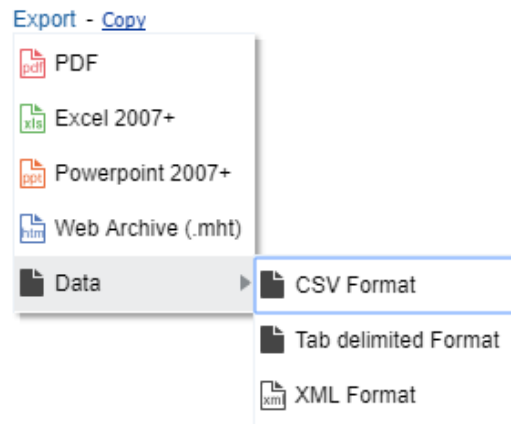
Return - Refresh - Print - Export ·

Return: Returns to the Criteria page.
Refresh: This will process the report again and refresh the data that is displayed.
Print: Allows you to print this report to .pdf format, or HTML format.

Printable PDF

Printable HTML

Export: Allows you to export the data to various formats:

Export - Copy

PDF

Excel 2007+

Powerpoint 2007+

Web Archive (.mht)

Data ▶ CSV Format

Tab delimited Format

XML Format

Links to Serial Register Page (SRP)

22. When the results of the report are displayed, the Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.

There are two 'tabs' for this SRP – Report and Remarks by Serial Number. The first tab displays the serial register page with all of the information for that case, except any general remarks. To view and print the remarks, click on the "Remarks by Serial Number" tab.

When the SRP is displayed, you may print it in pdf format.   Click on the red Adobe icon in the upper left corner. Several options are available, but pdf is recommended.
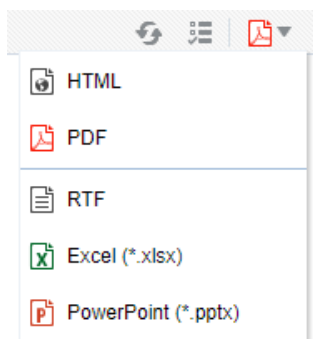
Print Serial Register Page:

23. Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.
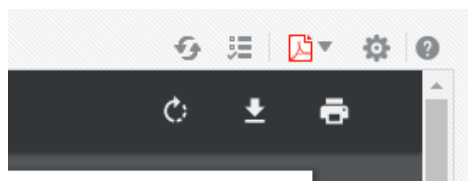
You may close this new page to return to the results.